



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
Ft. Myers Division**

**VACANCY ANNOUNCEMENT  
JUDICIAL LAW CLERKS**

**\$58,562 - \$98,633 \***

**Announcement No.: 15-15 Closes: Open Until Filled Available: September 2015 & January 2016**

**Position Overview**

The judicial or elbow law clerk researches issues of law, attends trials and other court proceedings, and acts as advisor based on the law to the Honorable John E. Steele, United States District Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of law. While the nature of the matters presented is serious, the office environment is small and personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

**Minimum Qualification Requirements**

At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills, proficiency in Adobe Acrobat and Word, and a working knowledge of WordPerfect. Experience on the editorial board of law review, moot court, and/or publication of a noteworthy article is preferred but not required. Bar membership, a prior clerkship, and post-graduate experience in actual litigation are preferred but also not required. Good character, maturity, and willingness to work long hours and under deadlines are required.

**Information for Applicants**

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Applicants should submit a cover letter indicating whether they are applying for the September 2015 or January 2016 (or both) position(s), with current resume with class rank and transcripts by mail to: **Federal Clerkship, Attention: 15-15**, 2110 First Street, Room 6-109, Ft. Myers, Florida 33901; or via OSCAR, but not both.

**Deadline for Receipt of Resumes**

All resumes will be considered, but must be received by May 1, 2015. Interviews will be scheduled shortly after and will continue until the position is filled, with a final decision to me made no later than July 10, 2015. Facsimiles and e-mails will NOT be accepted. If submitting through OSCAR do not submit a duplicate application by mail. Due to the volume of applications, receipt of individual applications will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

\* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.